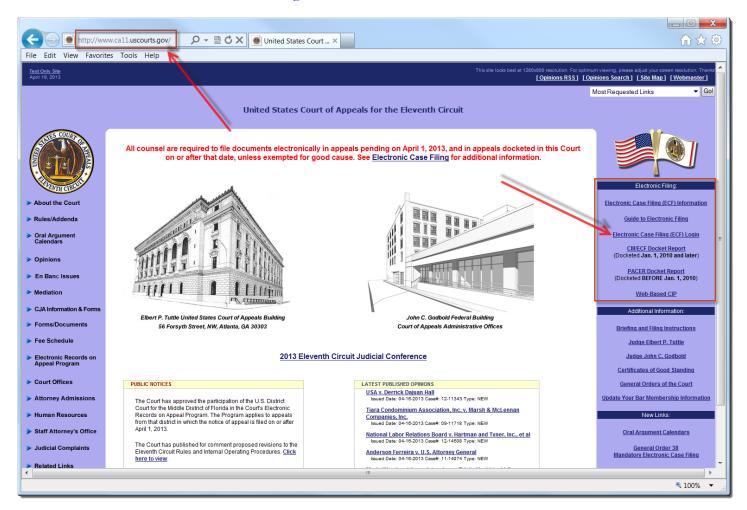
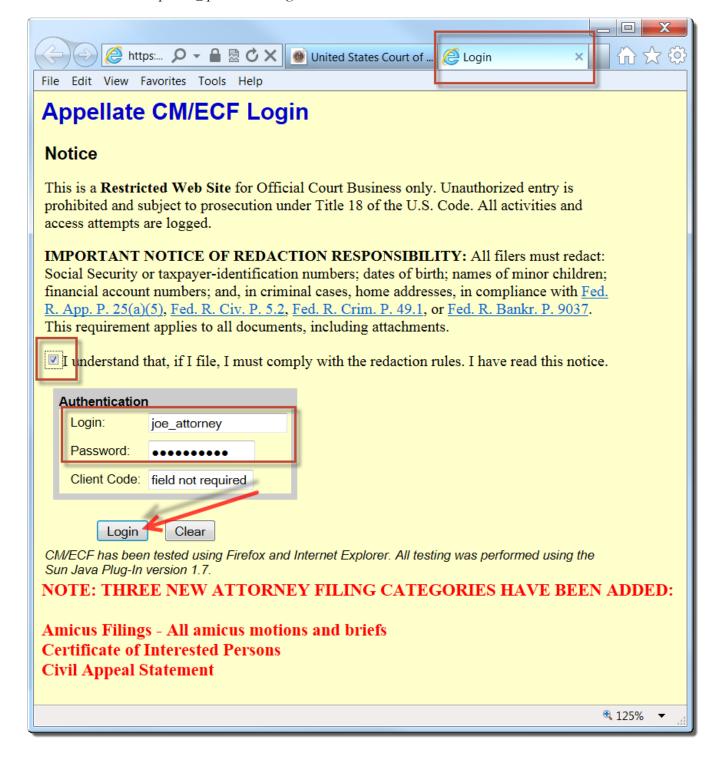
# Eleventh Circuit Court of Appeals How to File a Brief

# BEFORE FILING A BRIEF, AN APPEARANCE OF COUNSEL FORM MUST BE "FILED" BY ALL NON-COURT APPOINTED ATTORNEYS AND IT MUST ALSO BE "PROCESSED" BY THE CLERK.

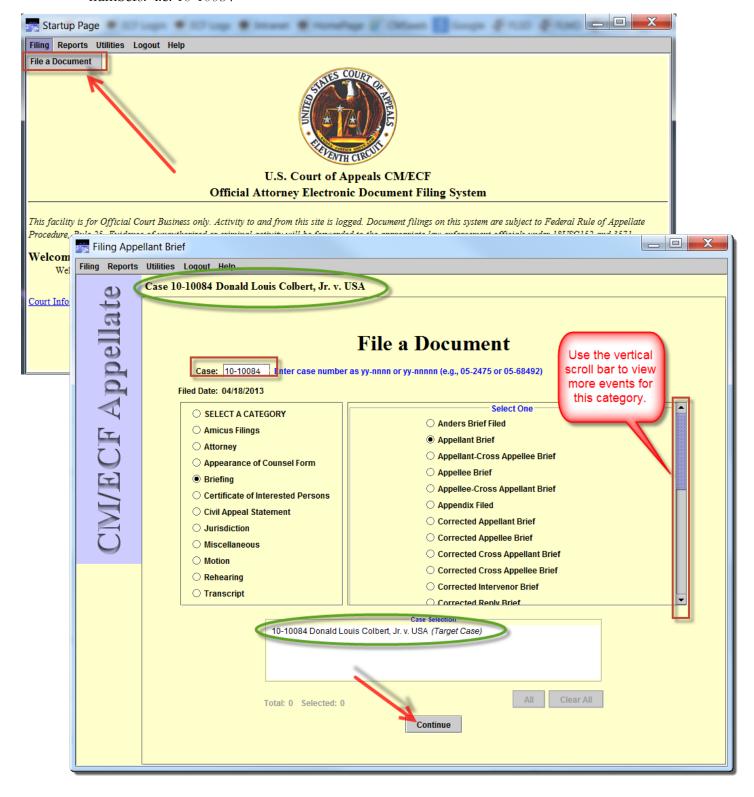
- 1. Login at http://:www.ca11.uscourts.gov or click 11th Circuit HOME website
  - a. Click on the hyperlink Electronic Case Filing (ECF) Login
  - b. Guide to Electronic Filing



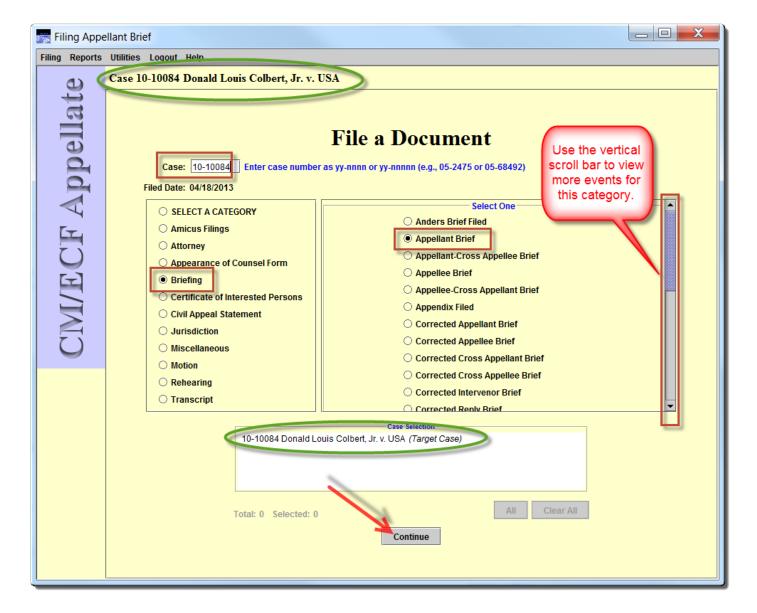
- 2. **Appellate CM/ECF Login** page will appear.
  - a. Select the check-box indicating that you understand the redaction rules.
  - b. Enter your Login and
  - c. If you have forgotten either your Login or Password, please contact PACER Service Center. For help with registration, contact the PACER Service Center at 800-676-6856 or pacer@psc.uscourts.gov.



- 3. Single click **Filing** from the menu bar, and select **File a Document** from the drop-down menu.
- 4. Place your cursor in the **Case:** text box, enter a case number and push the "Tab" button on your keyboard. This number should begin with a two digit year followed by dash and five numbers. i.e. 10-10084

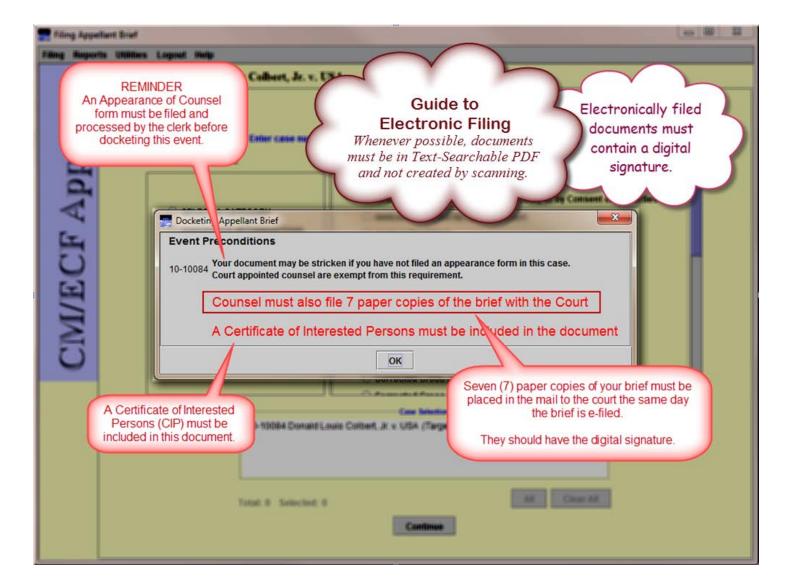


- 5. Click the radio button for **Briefing** in the left pane. When the category is selected, the available events for that category will display in the right pane.
  - a. Single click the radio button to the left of the type of brief for which you are filing. In this example the **Appellant Brief** has been selected.
    - i. Click the **Continue** button at the bottom of the page.



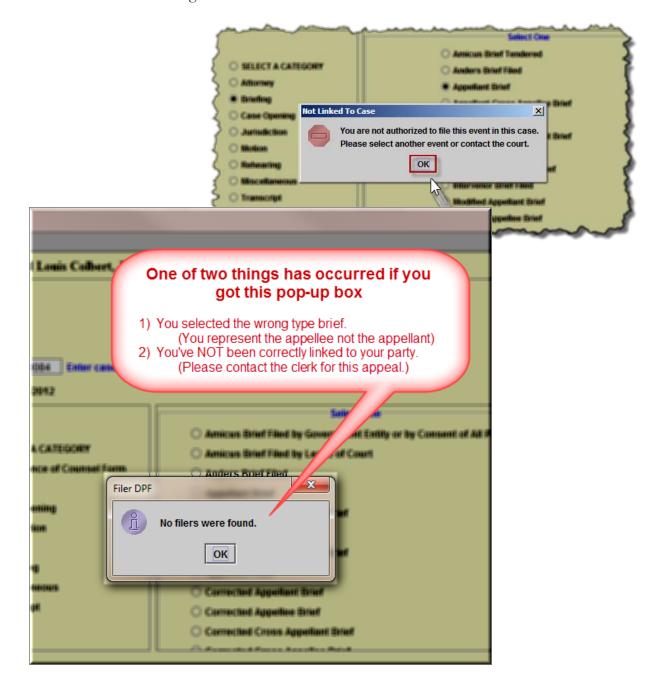
#### 6. Information Box

- a. This informational box lets the user know that Court Appointed attorneys and Federal Public Defenders are exempt from the requirement to file this form. All other attorneys are required to file this form.
  - i. If you are not required to file an Appearance of Counsel form, and the system is not letting you docket an event, please contact your Case Handler. Please see the Attorney Instructions: How to Find a Case Handler.
- b. "Counsel must also file 7 paper copies of the brief with the Court" See FRAP 25(a)(2)(B) and Guide to Electronic Filing 10.2.
- c. "A Certificate of Interested Persons must be included in the document."
  - i. Click the **OK** button when read and understood.



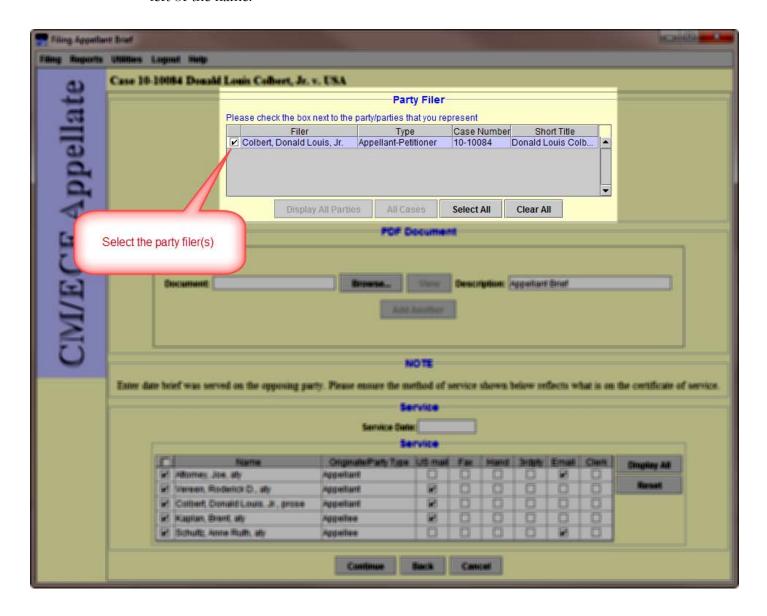
#### 7. Not Linked To Case

- a. If you are not linked to this case, a popup box will appear, "You are not authorized to file this event in this case".
- b. If you've selected the wrong type brief, a popup box will appear, "**No Filers were found**".
- c. Your document may be stricken if you have not filed an appearance form in this case. Court appointed counsel are exempt from this requirement.
- d. You must click the **OK** button to continue and/or cancel the event, and contact the clerk handling this case.



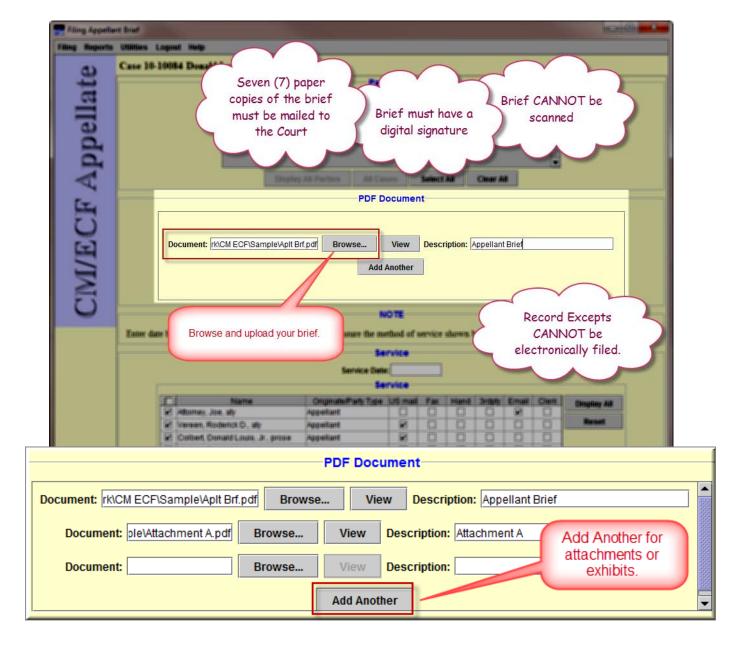
### 8. FIRST SECTION – PARTY FILER.

a. Select the party filer's name(s) from the **Party Filer** section by checking the box to the left of the name.



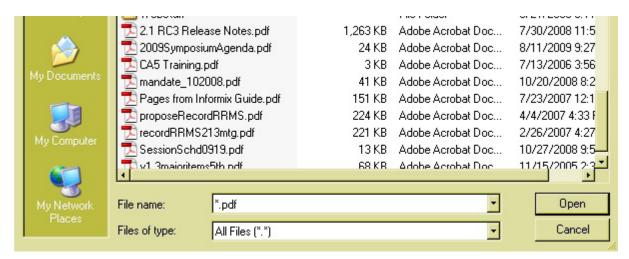
#### 9. **SECOND SECTION - PDF DOCUMENT.**

- a. Upload your brief in PDF format.
  - i. The document **description** may be edited.
    - 1. If your brief does not upload here:
      - a. The brief has been scanned
      - b. The brief is too large
      - c. Your computer does not have the correct Java.

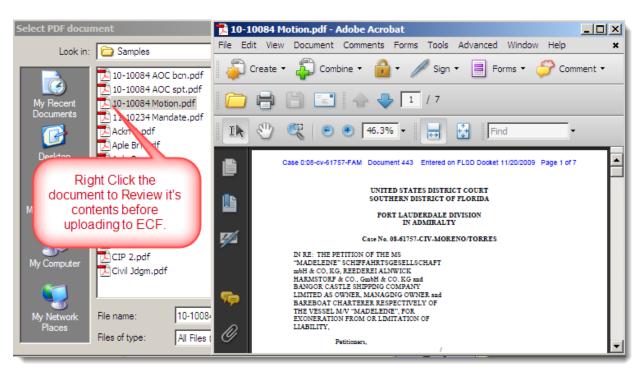


#### 10. UPLOAD YOUR DOCUMENT

a. Either type the complete path to the file or click **Browse** to locate it on your computer. (Single click to select the file and the click **Open** button).

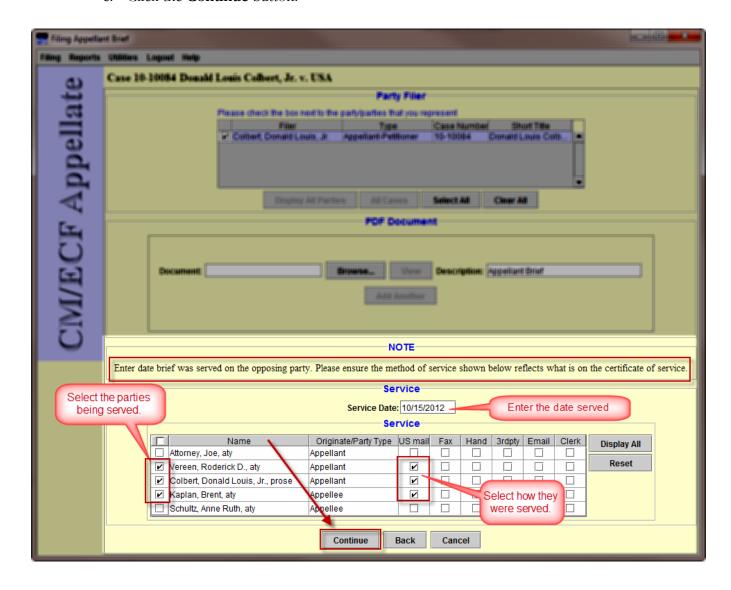


11. REVIEW THE CONTENTS OF THE DOCUMENTBEFORE UPLOADING.



#### 12. THIRD SECTION - SERVICE.

- a. Please enter the date that the brief was served.
  - i. This information should be reflected in your attached Certificate of Service.
- b. Please check the box next to the party or attorney's name that was served.
  - i. Check the appropriate box on how the brief was served. (e.g. US Mail, Fax, Hand Delivered, 3<sup>rd</sup> Party, Email or Clerk)
- c. Click the **Continue** button.



## 13. Guide to Electronic Filing says:

10. Briefs/Record Excerpts/Expanded Record Excerpts

Send 7 paper copies of your brief to the Court on the same day

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10.1. The electronically filed brief is the official record copy

10.2. Use of ECF does not modify the requirements of the circuit runs the counsel must provide seven paper copies of briefs to the Court. Counsel will be considered to have complied with this requirement if, on the day the electronic brief is filed, counsel sends seven paper copies of briefs to the clerk using one of the following methods outlined in FRAP 25(a)(2)(B):

- a. mail to the clerk by First-Class Mail, or other class of mail that is at least as expeditious, postage prepaid; or
- dispatch to a third-party commercial carrier for delivery to the clerk within three days.

# **4.5.** The following documents are exempted from the electronic filing requirement and are to be filed in paper format:

- (1) Any document filed by a party who is not represented by counsel;
- (2) A petition for permission to appeal under FRAP 5;
- A petition for review of an agency order under FRAP 15;
- (4) A petition for a writ of mandamus writ ibition, or other extraordinary writ under FT
- (5) Any other document appeals;

Record Excerpts and Expanded Record

(6) An application for petition or motion

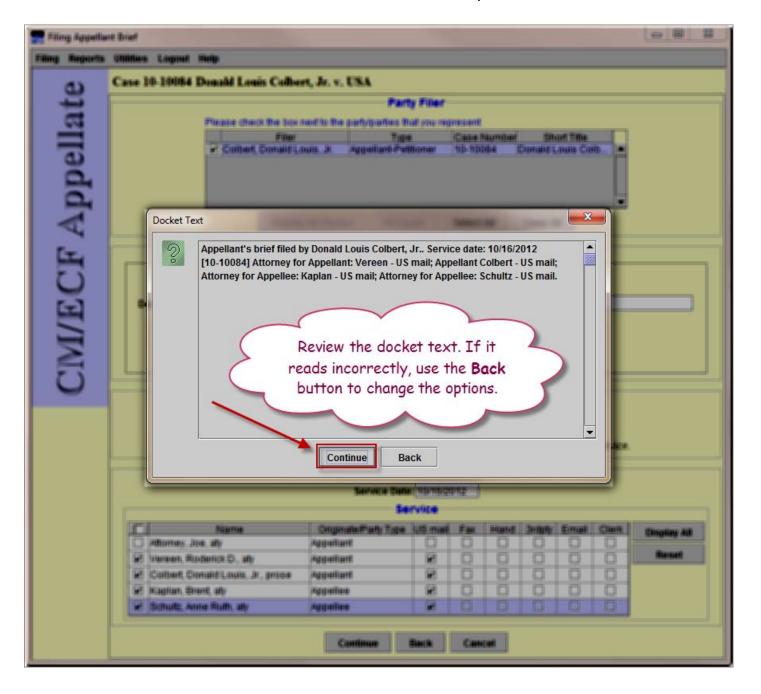
Excerpts must be filed in paper format.

(7) A document filed (8) A voucher and associa

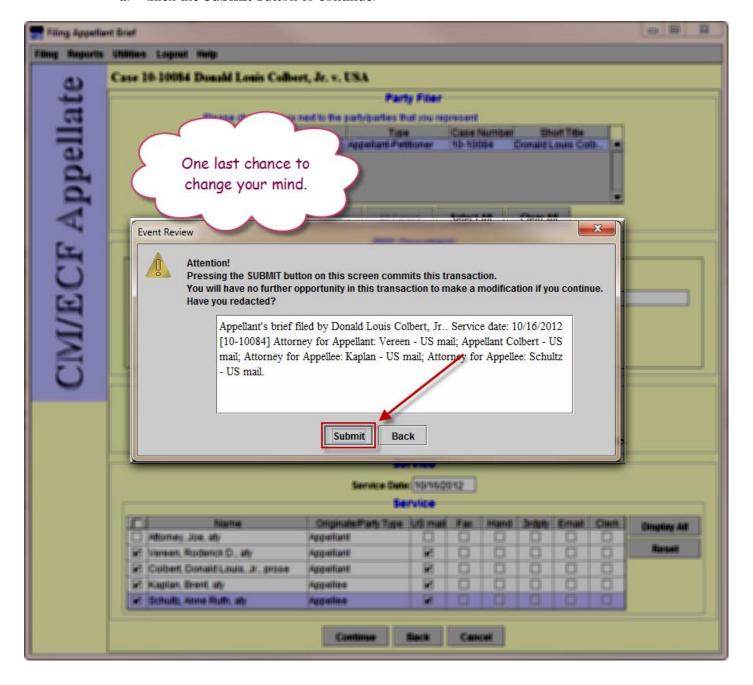
- A voucher and association and reimotor compensation and reimotor provided under the Criminal Justicet or adum Five;
- (9) Any document that exceeds the limit that the Court has set for the size of electronic filings; and
- (10) Record Excerpts and Expanded Record Excerpts.

#### 14. Review Docket Text

- 15. The system gives you a chance to change your mind. Once you click the **Continue** button, there is no further opportunity to change any of this information and the event will appear on the public docket sheet.
  - a. Click the **Back** button if the text doesn't read correctly.

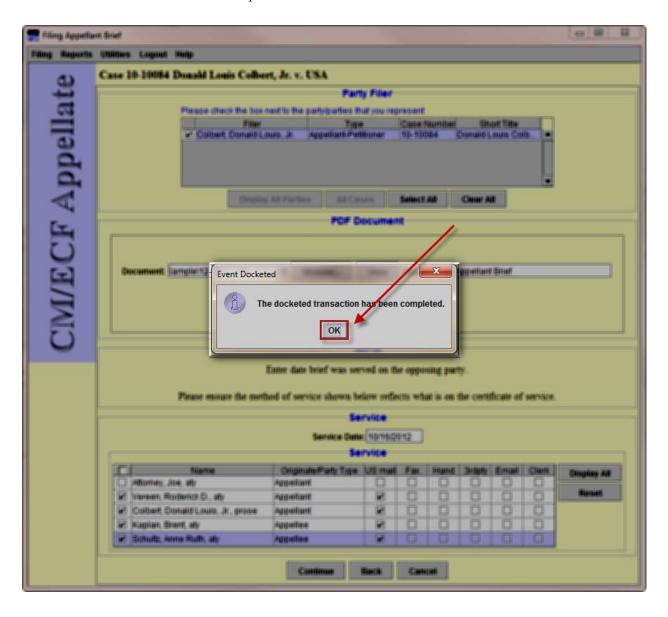


- 16. One Final Chance to change your mind.
  - a. Click the **Submit** button to continue.



### 17. Event Docketed

a. This event has been completed. Click the  $\mathbf{OK}$  button.



## 18. Notice of Docketing Activity

a. The NDA (Notice of Docketing Activity) will appear on your browser.

